Managers' Checklist for Approving Egrants Funding Announcements

Summary

- Verify that all information on the summary screen is correct and that the funding announcement title is distinct.

- Verify that the Commission plan year (the year the Commission approved the funding), program area and funding area (should match the initiative identified in the funding plan by the Commission) on the summary screen are correct.

- At this time the "concept papers required" question on the summary screen should always be "no" since we are not processing concept papers through Egrants yet.

- At this time the competitive/non-competitive dropdown box should always be non-competitive until the competitive review process functionality within Egrants is used.

Monitoring

- Verify that all information in each section of the Monitoring portion of the funding announcement is correct. This section determines what the applicant will report to ICJI on their progress reports.

- At the very least, performance measures and the standard questions portion of the monitoring area of the funding announcement must be configured.

Fund Streams

- Verify that the funding stream is correct.

Sections

- Verify that all necessary application pieces have been added to the Sections portion of the funding announcement. Verify that the content of each section is acceptable. Verify that the correct point value has been assigned to each funding announcement section if applicable.

- **Make sure that the correct Payment Terms section has been added as a required section on all funding announcements.**

- **Make sure that the EEOP Certification Form section has been added as required section on all funding announcements involving federal funds.**

FA Reviews

- Verify that necessary staff is included in the FA Reviews section of the funding announcement. Office Directors or their designee, Program Managers, **Grants Management staff and CRESA staff must be included in the FA Reviews section of the funding announcement.**